

MORALE, WELFARE & RECREATION DEPARTMENT
JOB VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MWR-04-005

OPENING DATE: 20 September 2004
CLOSING DATE: 04 October 2004

CASHIER - LOCAL NATIONAL

CATEGORY: REGULAR FULL TIME

SALARY: S\$6.00 - S\$10.00 per hour (NEGOTIABLE)

AREA OF CONSIDERATION AND WHO MAY APPLY:

Singapore citizen residing in Singapore

All qualified applicants will receive employment consideration without regard to race, sex, age, color, religion, national origin, marital status, or any non-merit factors.

BRIEF DUTIES: Performs the receiving and disbursing cashier operations. Ensures proper identification is presented before disbursement is made. Collects and verifies cash receipts, cash register tapes, checks, credit card receipts, and other supporting documentation. Prepares, issues, and verifies change funds; rolls, wraps, and counts monies, cashes checks, balances all receipts and prepares bank deposits. Reads and receives register readings from designated individual, compares register tapes with Daily Activity Report and investigates any discrepancies; prepares and maintains cash coverage and shortage records daily. Prepares Daily Activity Report and notifies supervisor of any suspected irregularities. Makes trips to banking facility to deposit and obtain currency or change. Performs a variety of routine duties, such as assisting in general clerical duties. Serves as a Central Cashier back up. Must be available to work at nights/after midnight, weekends and holidays.

QUALIFICATION REQUIREMENTS: Must have a practical knowledge of office and general accounting procedures. Must be proficient in math, i.e. addition, subtractions, multiplication and division. Must be able to operate office and club machines such as calculator, typewriter, adding machine, and cash register (MICROS POS). Applicant must have a 3 years minimum working experience in a Food & Beverage industry. Must be able to communicate effectively in English both orally and in writing with customers and fellow workers and must possess a good customer service.

HOW TO APPLY: Please refer to <https://www.nrccsg.navy.mil> (click on Employment Opportunities) for Singapore Local National Application Form. Resume and email applications will NOT be considered. Only mailed application will be accepted and considered. Please mail application to NRCC Singapore, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759868, Attn: Management Assistant by 1600/4 pm, 04 October 2004. Late applications will not be considered.

“AN EQUAL OPPORTUNITY EMPLOYER”